



FOR OFFICE USE ONLY

Date_____

Status_____

Initials_____

EMPLOYMENT APPLICATION

It is the policy of the Fruitport Township Fire Department not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, political opinions or affiliation.

ANSWER EVERY QUESTION (UNLESS SPECIFIED NOT TO). You may mail this document to Fruitport Township Fire Department, 3368 Black Creek Rd or fax it to 231-773-7139.

This application or any attachments thereto become a part of Fruitport Township records and are not returned.

Position Applying for: _____ Date of Application: _____

Social Security #: _____

Name: _____
Last First Middle

Phone: _____ Alternate Phone: _____
Area Code Phone No. Area Code Phone No.

Address: _____
Number Street Apt # City State Zip Code

Email Address: _____

Interested in (check one or more): ☐ Full Time ☐ Temporary ☐ Part Time ☐ Intern

If hired, can you provide work eligibility documents: _____

Are you at least 18 years of age? _____

Have you ever worked for Fruitport Township? _____

☐ Still employed? Work Phone _____

☐ Terminated? Date: _____

Do you have any relatives working for Fruitport Township: _____

Name _____ Dept. _____

Name _____ Dept. _____

Have you ever served in the U.S. Armed Forces? _____

EMPLOYMENT RECORD

Name _____ Social Security # _____

List all jobs beginning with most recent job. Account for all periods of employment, unemployment and military service. Supplemental sheets will be furnished to give a complete employment record. **You may attach a resume, certificate, discharge papers, letters of recommendation or any other documents as part of your application.**

MAY WE CONTACT YOUR PRESENT EMPLOYER? _____

Dates of Employment				Name and Address of Employer	Duties	
Most Recent					Title:	
From					Monthly Salary:	
MO.	YR.	MO.	YR.		Supervisor:	
2nd Most Recent					Title:	
From					Monthly Salary:	
MO.	YR.	MO.	YR.		Supervisor:	
3rd Most Recent					Title:	
From					Monthly Salary:	
MO.	YR.	MO.	YR.		Supervisor:	
4th Most Recent					Title:	
From					Monthly Salary:	
MO.	YR.	MO.	YR.		Supervisor:	
5th Most Recent					Title:	
From					Monthly Salary:	
MO.	YR.	MO.	YR.		Supervisor:	
Total Years Work Experience: _____						

EDUCATION RECORD

Last Grade of School completed _____ Diploma or GED

List your education since high school, including colleges, business, technical, trade, correspondence and military service schools.

School Name	Address	From Mo.	Yr.	To Mo.	Yr.	Major/Minor/ Course Title	# of Credit Hours	Degree or Certificate

CERTIFICATIONS/ LICENSES/ PROFESSIONAL REGISTRATIONS

COMPUTER SKILLS IN WHICH YOU ARE PROFICIENT

LANGUAGES

_____ ☐ Speak ☐ Write

_____ ☐ Speak ☐ Write

_____ ☐ Speak ☐ Write

DRIVING RECORD/ TRAFFIC VIOLATIONS

1. Do you have a valid Drivers license? _____ If Yes, List state issued in _____

License No. _____ ☐ Class C ☐ Class A-CDL ☐ Class B-CDL

2. Have you received three (3) or more convictions for moving traffic violations during the last 36 months (3 Years)? _____

3. Have you received an Operating While Intoxicated (OWI) or other alcohol/Controlled substance (DUI) citation during the last 36 months (3 years)? _____

4. Is your driver's license currently suspended? _____

I further understand that if I am selected for a position requiring driver license verification, my record will be verified and I will be discharged if the information I have provided is incorrect or incomplete.

CONVICTIONS (for other than minor traffic violations)

A. "Yes: answer to Questions 1 and 2 is not an automatic bar to employment. Include any convictions by military trial. You may be fingerprinted and your complete police record reviewed.

1. Have you ever been convicted of a felony or a misdemeanor? _____
2. Have you ever been on probation? _____
3. Are you presently under charges for a felony or misdemeanor?
(Required to appear in court and/or pay a fine)? _____
If under charges, Department rules require that the charges must be disposed of prior to examination or certification for employment.

NOTE: If you answered "Yes" on any of the CONVICTION questions above, please complete the questions below. If you have had more than one conviction/probation, complete a separate attachment for each one.

1. Ever convicted of a misdemeanor? _____ Under 21 yrs at the time? _____
2. Ever convicted of a felony? _____ Under 21 yrs at the time? _____
3. Have you ever served any form of PROBATION (including deferred adjudication) for a misdemeanor or felony offense? _____

If YES to any of the above, please answer the following questions about the conviction and/ or probation:

1. When were you arrested/ticketed? _____
Month Year
2. Where were you arrested/ticketed? ? _____
City State
3. What were you charged with? _____
4. What was the outcome:
☐ Probation Period: Starting: _____ Ending: _____
☐ Jail or prison sentence: (Complete #5 below)
☐ Fine: \$ _____
☐ Other: Explain _____
5. If you were sent to jail or prison:
 - A. When did you start your sentence? _____
Month Year
 - B. What was the name and location of the prison? _____
Prison Name City/State
 - C. When were you released?
☐ Paroled: _____
Month Year
☐ Sentence Completed: _____
Month Year
 - D. If presently on parole, when will your parole be finished? _____
Month Year

CONSENT AGREEMENT

REVIEW YOUR ANSWERS CAREFULLY AND READ THE FOLLOWING CONSENT AGREEMENT. IF YOU CONSENT, FILL IN THE “**I AGREE**” BUTTON, THE “**I AGREE**” MUST BE FILLED IN FOR THIS APPLICATION TO BE ACCEPTED BY THE FRUITPORT TOWNSHIP POLICE DEPARTMENT.

I represent and warrant that the answers I have given are full and true to the best of my knowledge and belief.

I further acknowledge that I have read and understood the questions regarding education, experience, certifications and criminal records and that I have answered all questions truthfully.

And further, I expressly request former employers and any persons who may have pertinent information concerning me to furnish such information to Fruitport Township Police Officials. I agree to hold such person harmless and I do hereby release them from any and all liability for damage of any nature whatsoever for furnishing such information.

I understand that failure to answer all questions fully and truthfully may result in disqualification or dismissal.

I AGREE ☐

Name/Signature

Social Security #

How did you learn about this job? (Check all that apply)

- ☐ Media Announcement
- ☐ Township Employee
- ☐ Other _____

Newspaper Ad:

- ☐ Muskegon Chronicle
- ☐ Fruitport Area News
- ☐ Other _____

Internet:

- ☐ Fire Web Site – fruitportfire.com
- ☐ mlive.com
- ☐ Other Internet Source: _____